

FIRST SHIFT DAY 4³⁰ OCT 14-19

A. GENERAL SHIFT DAY PROCEDURE (early in the afternoon)

Answering telephones

Clean-up of station - both in the afternoon and the evening.

Explain other routine duties such as pulling dust, food, posters, etc.

THOROUGH TOUR OF THE STATION

point out the salient features of each area and explain its general use. Include the Gonzu Room, Tech Room and T.V. Studio in the tour.

Introduce heelers to as many of the day's personnel as possible.

B. PROGRAM LECTURE (Evening)

Acquaint the heelers with all the programming on your day.

What each program consists of. Personnel for all programs.

FM programming and all station switches.

Explanation of closed circuit: Diplexer, tuning boxes, etc.

The Executive Committee: who are the 7 past and present members.

Outline at least three duties for each officer.

C. ENGINEERING LECTURE - FAMILIARIZATION WITH CR 1.

General description of Ray Console. Patchboard and announcer controls.

It is important that this phase of the instruction be taken very slowly. If this has been mastered, later instruction will be that much easier. If this instruction has not been mastered, future instruction will only further confuse. Make sure that everything is understood.

Proper use of patch cords. Warning light procedure.

Review basic engineering from first heeler lecture, but refrain from hair.

D. QUIZ ON ANY AND ALL THAT HAS GONE BEFORE.

The quizzes may be either oral or written. At any rate, keep a record of the scores and include performances on the test in your heeler report. Be sure to go over the answers to the test and explain WHY the question was asked as well as the importance of the material.